



EXCURSION POLICY

Review History

| Year of Review: | Reviewed by: | Amendments/Review: | Next Review: |
|-----------------|-----------------|---------------------|--------------|
| 2015 | College Staff | Originally Released | 2016 |
| 2016 | Leadership Team | | 2017 |

POLICY STATEMENT

At St John Bosco College excursions are undertaken as an integral part of the educational program of the College and shall reflect Catholic principles and values. Excursions are carefully planned and potential risks are identified and managed accordingly. Excursions will only be conducted to venues after a risk assessment and excursion request form have been completed and the level of risk has been determined as appropriate for the children attending.

RATIONALE

The church speaks of Catholic schools as aiming to foster the integration of faith and life, and the integration of culture and faith. These aims underpin every activity of the Catholic school's life and curriculum. (*Mandate, 11-17*)

To contribute to students' Christian development, the starting point for all curriculum decisions will be the students themselves and their individual needs. Education that seeks to promote integrated personal development relates curriculum content to students' real life situations. (*Mandate, para 66*)

School excursions are opportunities for students to experience learning outside of their normal school environment. This policy outlines the necessary steps which our staff take in order to maintain children's health, safety and wellbeing at all times during excursions.

DEFINITIONS

An **excursion** is any learning activity organised by the College, which is conducted away from the College premises for educational purposes. For the purposes of this policy statement, excursions include but are not restricted to day trips, Catholic school retreats, overnight camps, interstate and international study hours, including immersion programs.

There are 2 types of excursions:

1. Compulsory excursions are considered integral to the educational program (e.g. a class/year retreat, a subject specific requirement).



2. Optional excursions are considered complementary to the educational program (e.g. an overseas language study tour).

Students include all students, including children and young people and children enrolled in early learning and care services.

Participants includes students, staff, parents, volunteers, facilitators, contractors and others directly involved in the excursion.

Parents includes parents or guardians or carers.

Duty of care refers to the duty imposed by law on a principal to identify reasonable, foreseeable risks of harm in the context of each particular excursion and to take reasonable steps to prevent such harm. The principal's duty of care cannot be delegated to third parties.

PRINCIPLES

1. College excursions are part of the educational program offered by St John Bosco College.
2. The principal shall ensure that maximum emphasis is placed on the safety and well-being of all the participants. Child Protection procedures shall be known to all staff. Students will be advised of developmentally appropriate, personal safety strategies.
3. Staff and volunteers on excursions shall ensure the highest standards of child safety are implemented. This includes and is not limited to familiarising themselves with the CECWA Child Protection Policy Statement and Procedures as well as any legal requirements of the jurisdiction(s) in which they are travelling. Appropriate training will be provided for any adult participants who require it.
4. College excursions are to be regarded as an extension of the College. The same code of conduct expected during College hours is expected of all students, staff and supervisors for the duration of the excursion. Pastoral care systems shall be in place to support the needs of all students.
5. A duty of care exists at all times, as a teacher/student relationship exists throughout the excursion.
6. The principal, in planning College excursions with staff, shall make provision for the individual needs of students and their families and ensure that pastoral care systems are in place to support the needs of all students.



7. Behaviour Management, Bullying and Harassment, Child Protection and other College policies and processes shall continue to be applicable. Appropriate modifications shall be made to the consequences for unacceptable behaviour and staff, students and families shall be advised of these prior to the excursion.
8. The principal shall consider the financial burden on families of sending students to excursions. Provision shall be made by the College so that no student is prevented from attending excursions that are an integral part of the educational program, on financial grounds.
9. Staff shall ensure that appropriate prayer/liturgical experiences form an integral part of the excursion program.
10. On interstate or overseas excursions, staff shall be notified of and shall follow any local mandatory reporting requirements in relation to Child Protection.

PROCEDURES

To ensure children's health, safety and well-being is maintained at all times during excursions, the following procedures are implemented.

- **The principal approves all College excursions at St John Bosco College.**
- An excursion proposal form (Appendix 1) must be completed and approved by the principal before each excursion to prepare for the excursion and identify and manage any risks.
- **In order to discharge their duty of care, the principal shall ensure that appropriate planning, hazard identification and risk assessment has been completed prior to approving any College excursion.**
- **The principal shall ensure that, as appropriate, College excursions are part of the educational program.**
- **Students are not allowed to attend an excursion unless written permission is granted by the parent/guardian. The permission note (Appendix 2) shall be sent prior to the excursion and must outline details such as the method of transport, timing and the activities to be undertaken.**



- **Compulsory College excursions shall normally be attended by all students. Where parents have specific concerns regarding the attendance of their child/children on a College excursion these issues shall be discussed with the principal.**
- **Where a student does not attend a compulsory College excursion the College shall provide an alternative educational program.**
- **Planning for College excursions shall be in accordance with the 'School Camps and Excursions – Guidelines for Catholic Schools' and cover:**
 - **The educational purpose of the excursion**
 - **The medical requirements of participants**
 - **Assessment of the venue or site of the excursion**
 - **Consideration of relevant previous written excursion and incident reports**
 - **The student to adult ratio**
 - **Supervision strategies discussed and agreed upon by all participants**
 - **The medical kit required and the first aid qualifications of staff in attendance**
 - **The duty of care of staff and the responsibilities of all participants**
 - **Appropriate CrimTrac 100 Point Check Police Clearance and Working with Children Card for supervisors and volunteers**
 - **Insurance cover**
 - **Transport arrangements, including drivers' licences**
 - **Preparation of students, including advice on developmentally appropriate, personal safety strategies.**

1. Excursion Proposal Form

An excursion proposal form must be completed before each excursion to prepare for the excursion and identify and manage any risks. This will include:

- Proposed date, time and destination for the excursion
- Method of transport to and from the destination
- Name of excursion coordinator and the number of staff and other responsible adults required to ensure appropriate supervision. This number will be determined by taking into consideration the risks posed by the excursion and whether any adults with specialised skills are required
- Any water hazards
- The student to adult ratio



- Proposed activities
- Likely length of time of the excursion;
- Items that should be taken on the excursion, for example, first aid kit (located in Administration), up to date emergency contact list with numbers (see Administration on the day of excursion), mobile phone, medication for students with allergies or asthma.
- Verbal instructions to children on appropriate behaviour expected whilst on excursions.
- Wet weather contingency plan



Where an excursion venue or activity is deemed to pose significant risk to children a staff member will visit the destination (if possible) to assess the level of risk. In cases where it is not possible to visit the venue prior to excursion a staff member will contact a suitable person / representative at the venue to discuss the above details. They will also address facilities available such as toilets, hand washing facilities, shade from the sun and mobile phone coverage.

2. Challenging activities

Excursions where students will participate in challenging activities may at times be planned for children attending the College. An activity will not be planned unless it is deemed developmentally appropriate for the children it is planned for. Challenging activities may include abseiling, bush walking, caving and horse riding.

An additional Risk Management Plan (RMP) will be conducted for challenging activities. The risk assessment will:

- identify likely hazards and where appropriate take steps to minimise those hazards
- confirm the suitability of safety standards set by the organisers including confirming the skills, experience and qualifications of any person conducting or assisting in the activity
- determine the availability of all necessary safety equipment
- determine whether children and staff will receive all necessary training before participating in the activity.

Should any of the listed requirements not be met to the satisfaction of the College, the excursion will not proceed.

3. Permission

- Once details of the excursion have been confirmed and an Excursion Proposal Form has been completed, parents will be advised in writing of the details of the excursion. (Including any items children may be required to bring with them).
- Written permission from parents must be obtained before any child is taken outside of the College (using the Excursion Permission Form). Written permission forms must be kept for a week after the excursion, unless an incident occurs. If an incident occurs you must scan the parent permission slip and save it on SEQTA with the incident report.
- By signing the excursion permission form, the parent is authorising their child to attend the activities stated.

4. Staffing and supervision

- The staff member in charge of the excursion will ensure that all staff and volunteers attending the excursion are aware of their responsibilities.
- Adequate numbers of staff to effectively supervise the children must be rostered on for excursions. Numbers of staff must take into consideration the needs, ages and



developmental stage of the children attending the excursion and be based on a risk assessment of the excursion.

- The staff to child ratios will be maintained at all times in accordance with the Education and Care Services National Regulations 2012. For most excursions this will mean an adult to child ratio of one staff member or adult volunteer for every ten children (or for any remainder fewer than ten) attending the excursion. When an excursion involves challenging activities the ratio of one staff or adult volunteer to every five children.
- At no time will only one staff member accompany children on an excursion. Where only one staff member would be required to meet staff to child ratios at least one other staff member or volunteer will attend the excursion.
- At least one staff member accompanying the excursion will hold current first aid qualifications as well as anaphylaxis and asthma management qualifications.

5. Staff practices during excursions

- Head counts must be conducted regularly throughout the duration of the excursion.
- A supervising adult must inspect all public toilets before children use them. A staff member and at least one other child must accompany any child when using a public toilet.
- When walking the whole class, a supervising adult must lead the group, another to follow at the back, and the remaining adults spaced alongside the group.
- When crossing a road, a pedestrian crossing must be used if possible. If there is no pedestrian crossing, the safest way to cross the road must be determined. One staff member must step out onto the road (when safe to do so), and if necessary, stop traffic from both directions. The remaining staff then lead children across the road.
- Staff supervising a challenging activity will ensure that children comply with the set safety standards, follow safe practices and wear any safety equipment deemed necessary by the operator.
- When participating in an excursion where children are in or near water staff will remain in close proximity to children and maintain constant visual contact.

6. Information and Equipment

Information and equipment to be taken on excursions will include:

- A list of all children with relevant personal details and parent contact phone numbers.
- A list of emergency procedures and contact numbers.
- A first aid kit, including SPF 30+ broad-spectrum water resistant sunscreen.
- Any medication for children attending the excursion.
- A fully charged mobile phone.
- Other information/equipment noted on the Excursion Proposal Form.
- Hand sanitiser, soap or toilet paper if not already provided at the excursion venue.
- Children may also be required to bring a water bottle, packed lunch, College hat and change of clothes.



7. Lost Child

In the event that a child is lost during an excursion the following practices will be implemented;

- Inform other staff in your group.
- Ask the children if they have recently seen the missing child.
- Search the premises.
- Check the meeting points.
- Ask the venue staff to begin a search and make an announcement over a loudspeaker if possible.
- Once initial checks have been undertaken and if the lost child has not been found, the staff member will call the principal, Police and the parents.
- Reassure any child who may be upset

8. Transporting Children to/from an excursion:

- Children are only permitted to travel to an excursion on any form of transport with written permission from a parent.
- If using public transport (such as bus, ferry, taxi, train, etc.) children must be effectively supervised at all times and never left unattended.
- When using public or private transport it is important that each journey is risk assessed, for example, when travelling by bus:
 - Ensure all bus operators hold appropriate licenses and insurance
 - Ensure they provide correct facilities i.e. wheelchair access if applicable.
- In some circumstances where the site of the excursion is close to the service, it will be appropriate for children and the staff to walk to the site provided it is safe to do so.
- The decision to walk should be preceded by a Risk Management Plan.

9. Water Safety

- For the purpose of this policy a water activity is defined as swimming or any other activity in a body of water.
- Beach excursions where swimming is to occur will only be conducted in an area that is a closed water environment or where the water is still or slow moving unless the area is patrolled by Surf Life Saving WA or the relevant local government and the area is clearly designated as a swimming area by flags or other signs.
- When a water activity is planned the staff member in charge of the excursion will complete a Risk Assessment of the excursion site.
- Children may not enter the water until the assessment has been completed and the risk determined to be low or medium. Should risks posed by the water activity be deemed high the activity will not take place.
- Staff must also have the appropriate Royal Lifesaving Training if swimming activities are planned as part of an excursion.

10. Records

A record of each excursion will be maintained at the College. On the day of the excursion the staff member in charge must provide the following details to administration:



- the name of each child who is attending,
- parental permission for each child who attended,
- a timeline of the day's events including the destination, time of departure from the College and time of arrival back at the College and,
- the names of all staff and parents/guardians attending the excursion.

A copy of the Excursion Proposal Form will be maintained by the College for a minimum period of three years. The staff member/s in charge of the excursion must complete an 'Excursion Report' (Appendix 3).

References:

Australian Children's Education and Care Quality Authority (2012), *Education and Care Services National Regulations (WA) 2012*. ACECQA, NSW.

Australian Children's Education and Care Quality Authority (2011), *The Guide to the National Quality Standard*, ACECQA, NSW.

Australian Children's Education and Care Quality Authority (2011), *The Guide to the Education and Care Services Law and the Education and Care Services National Regulations*, ACECQA. NSW.



EXCURSION PROPOSAL FORM

Proposed Excursion _____ on _____ Class:
 to _____ (Date) _____

Excursion Location

Name: _____ Address: _____
 Contact Person: _____ Contact Number: _____

Rationale

The proposed excursion to _____ is intended to

Links to Classroom Program:

Links to Curriculum Framework:

Proposed Follow-Up Activities:

Costs

| Costs | Per child | Class |
|-----------|-----------|-------|
| Bus | | |
| Entry | | |
| Equipment | | |
| Food | | |
| Other | | |
| Total | | |

Teacher/s Information

Name: _____ Mobile: _____
 Name: _____ Mobile: _____
 Name: _____ Mobile: _____



Parents

Parent Help Needed?

Yes

No

Number of Parents?

Student Medical Information

| | | | | |
|---|---------------|-------|-----------------------|-------|
| 1 | Student Name: | _____ | Diagnosis: | _____ |
| | Medication: | _____ | Parent Contact Number | _____ |
| 2 | Student Name: | _____ | Diagnosis: | _____ |
| | Medication: | _____ | Parent Contact Number | _____ |
| 3 | Student Name: | _____ | Diagnosis: | _____ |
| | Medication: | _____ | Parent Contact Number | _____ |
| 4 | Student Name: | _____ | Diagnosis: | _____ |
| | Medication: | _____ | Parent Contact Number | _____ |
| 5 | Student Name: | _____ | Diagnosis: | _____ |
| | Medication: | _____ | Parent Contact Number | _____ |

Check List

| | | | | |
|---|--------------------------|-----|--------------------------|----|
| Proposed excursion note attached | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Date checked on Termly Calendar | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Duties organised with another teacher | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| All parent notes signed & returned | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Excursion timetable for the day given to administration | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

OFFICE USE ONLY

| | | | | |
|-----------------------|--------------------------|-------|-------|-------|
| Approved by Principal | <input type="checkbox"/> | _____ | Date: | _____ |
| Original to Office | <input type="checkbox"/> | _____ | Date: | _____ |
| Copy to Teacher | <input type="checkbox"/> | _____ | Date: | _____ |

EXCURSION – BUS REQUIRED

Class Requiring Bus: _____ Date Required: _____
Destination: _____ Address: _____
Time Leaving College: _____ Destination Time: _____
Time Leaving Destination: _____ Expected Time Back at College: _____
Number of Students: _____ Number of Adult: _____

OFFICE USE ONLY

| | | | | |
|---------------------|--------------------------|-------|-------|-------|
| Contact Bus Company | <input type="checkbox"/> | _____ | Date: | _____ |
| Original to Office | <input type="checkbox"/> | _____ | Date: | _____ |
| Copy to Teacher | <input type="checkbox"/> | _____ | Date: | _____ |

Please give page 3 only to the Administrative Officer, who will return a copy of it once the bus is booked.



(insert date)

Dear Parents/Guardians,

To link in with our Teaching and Learning Program the (insert class) students will be going on an excursion to (insert location) on (insert date). At the (insert location) the students will (insert purpose of the excursion and details of what the students will be doing). **The bus will be leaving at (insert time) sharp, therefore it is crucial that students are at the College by (insert time) so that we are able to prepare students and leave on time.** The students must come to the College dressed in their correct St John Bosco College (insert type of uniform). They will also require (insert food and drink requirements for the day).

We would appreciate some volunteers on the day to help with the supervision of the children. To make sure this process is fair, if we have more volunteers than we need, we will draw names out of a hat and let you know the (insert day) before the excursion. Parents may travel with us on the bus or make their own way to the (insert location).

| | |
|---------------------|--|
| When: | |
| Where: | |
| Bus departs: | |
| Bus returns: | |
| Uniform: | |
| Bring: | |

Please fill in and return the permission slip below to the classroom teacher by (insert date)

Kind regards

(insert teacher/s name)



I give permission for my child _____ to travel to and from the (insert location) by bus on (insert date).

Please write down any special requirements that your child might need on the day and why.

E.g. medication

Parent Signature: _____ **Date:** _____

I am able to assist with the excursion to the (insert location). **Parent Name:** _____



EXCURSION REPORT

Location:

Date:

Class:

Teachers:

Parent Helpers:

RATIONALE

The purpose of the excursion was to

REVIEW OF THE FACILITIES

(insert paragraph explaining facilities provided)

Injuries:

Feedback (include achievement or otherwise of the objectives)

OUTLINE OF THE DAY

| | Events |
|--|--------|
| | |
| | |
| | |
| | |
| | |
| | |
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| | |

